



CAPITAL ASSET NOTIFICATION FORM

Department: _____

THIS NOTIFICATION IS FOR: ADDITION UPDATE TRANSFER DISPOSAL

ACQUISITION BY: PURCHASE DONATION LEASE TRANSFER

TYPE OF ASSET:

LAND INFRASTRUCTURE BUILDINGS IMPROVEMENTS MACHINERY CONSTRUCTION
 OTHER THAN AND IN PROGRESS
 BUILDINGS EQUIPMENT

DATE OF TRANSACTION: _____

DESCRIPTION OF ASSET: _____

(For automobiles, include year, make, and model For land, include acreage)

SERIAL/IDENTIFICATION NUMBER: _____

LOCATION OF ASSET: _____

ORIGINAL COST OF ASSET: _____

ESTIMATED: LIFE EXPECTANCY: _____ MILEAGE OR HOURS _____

LICENSE NO. _____ GROSS VEHICLE WEIGHT (TRUCKS ONLY): _____

DISPOSAL OF CAPITAL ASSET:

METHOD OF DISPOSITION: SALE TRADE-IN SCRAPPED END-OF-LEASE

STOLEN/WRECKED TRANSFERRED TO: _____
(ATTACH POLICE REPORT)

AMOUNT OF CASH RECEIVED OR TRADE-IN VALUE (IF APPLICABLE): \$ _____

DATE BOARD APPROVED: _____ DATE COUNCIL APPROVED: _____

(Real Property value > \$9,999)

MAYOR SIGNATURE: _____ DATE APPROVED: _____

DEPARTMENT HEAD'S SIGNATURE: _____

IF TRANSFERRED

RECEIVING DEPARTMENT HEAD'S SIGNATURE: _____

CLERK-TREASURER'S OFFICE USE ONLY

RECEIVED: _____ ENTERED CAPITAL ASSET: _____

INSURED: _____ CLERK-TREASURER'S INITIAL: _____